

Town of Northfield, Massachusetts
Job Description

Position Title:	Town Administrator	Grade Level:	15
Department	Board of Selectmen	Date:	Oct 1, 2015
Reports to:	Board of Selectmen	FLSA Status	Exempt

Statement of Duties: The Town Administrator shall be the Chief Administrative Officer of the Town and shall function under the policy guidance of the Board of Selectmen in accordance with MGL Chapter 41, §23a. The employee is responsible for the provision of administrative and supervisory work overseeing the services provided by all of the Town's departments, commissions, boards and offices under the jurisdiction and policies of the Board of Selectmen. Employee is required to perform all similar or related duties as required or may naturally devolve upon such a position from time to time.

Supervision Required: The Town Administrator shall work under the direction of, and is responsible to, the Board of Selectmen while exercising administrative and management responsibilities over town operations and departments under the jurisdiction of the Board. Work is evaluated through an annual review by the Board, as well as periodic conferences, reports, and communications. The employee participates in the development, implementation and administration of town policies, goals, objectives and statutory requirements related to the administration and operation of the town. The employee functions independently, referring specific issues or problems to the Board of Selectmen as necessary when clarification or interpretation of town policy or procedures is required.

Confidentiality: Employee has complete access to all municipal confidential information in accordance with the State Public Records Law.

Supervisory Responsibility: The Town Administrator coordinates and is responsible for the daily administration of the town including supervising daily town office operations, administering the personnel, financial, and purchasing policy, and preparing and implementing operating and capital budgets of the Town. This person is expected to service in a full time capacity, including nights and weekends as necessary.

The employee is accountable on a town-wide basis for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Assists or oversees the provision of personnel services to Town employees, including or effectively recommending hiring, training, and disciplining of employees.

The Town Administrator shall serve as the personnel officer of the Town and shall be available to assist all appointing authorities with training, recruitment, discipline and

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termination of all employees. He/she shall further ensure that a system of employee evaluation is in place, as approved by the Board of Selectmen, and that all employees of the Town receive a work performance evaluation.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Employee is required to direct the overall activity of the municipality while exercising authority for planning, operating and oversight responsibilities on behalf of the Board of Selectmen.

Complexity: The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for more than one (1) department within the municipality.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationship: Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

Accountability: Duties involve primary responsibility for the operation of the Town and could result in monetary loss, legal repercussions, labor/material costs, jeopardize programs and danger to public safety. Consequences of errors, missed deadlines or poor judgment could have far reaching effects on the municipality's ability to deliver services and the public's confidence in the town government.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening

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meetings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for the coordination of the daily operation of the Town on behalf of the Board of Selectmen and the compliance with existing policies, procedures, bylaws, state statutes, regulations and federal laws.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations. Provides professional advice to Board of Selectmen, Finance Committee, town boards/committees, local officials, and department heads; makes presentations to the Board of Selectmen, town boards/committees, state agencies, town meeting and the general public as necessary.

The Town Administrator shall administer the Town's insurance program including workmen's compensation, employee group health/life (in cooperation with the Treasurer) and the property/liability insurance.

The Town Administrator shall serve as liaison between the Town and other local, State, and Federal officials, as well as Town Counsel and other advisors of the Town.

Attends all meetings of the Board of Selectmen. Receives and makes appropriate disposition or referral of all Selectmen correspondence and communications. Anticipates needs of the Board of Selectmen for information and background material. Ensures that all decisions of the Board of Selectmen are carried out. Keeps the Board of Selectmen fully advised regarding departmental operations and the financial status of the Town.

Oversees and is responsible for the planning, administration, personnel management (in conjunction with the Collector/Treasurer), procurement of services/equipment (serves as the Town's Chief Procurement Officer), and coordination of the daily operation of the Town on behalf of the Board of Selectmen and the requirements of existing policies, procedures, bylaws, state statutes, regulations, and federal laws.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations. Provides professional advice to Board of Selectmen, other town boards, committees,

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local officials, and department heads; makes presentations to the Board of Selectmen, town boards/committees, state agencies, town meeting and the general public.

Serves as Chief Procurement Officer; reviews and recommends and/or approves purchasing and award recommendations.

Responsible for providing research and analysis and making recommendations on special projects, as requested by the Board of Selectmen; recommends and initiates special projects as needed to improve operations of the town.

Works with the Board of Selectmen to set the agenda for meetings of the Board; prepares background materials and invites and coordinates presenters.

Prepares and presents the annual budget and Selectboard capital expenditure plan. Participates on behalf of the Town in all collective bargaining, hiring of town employees, implementation of the classification and compensation plans, and negotiation of employment contracts with Labor Counsel. Develops and recommends bargaining concepts and strategies for Board of Selectmen's approval. Attends all bargaining sessions and/or grievance hearings. Advises officials on the impact of contract terms on personnel system, classification of positions and wage administration. Works with Town Counsel to shape and implement responses to all legal issues impacting the Town.

Serves as the Board of Selectmen's liaison and public information officer to town boards or committees, local state-wide, inter-municipal, regional, and federal agencies. Negotiates with citizens and other outside public and private agencies; assists citizens in their interaction with all town departments, Board of Selectmen's and committees in the delivery of town services and FEMA emergency management requirements. Responds to oral and written inquiries, requests for assistance, and complaints; refers citizens to appropriate departments and staff member. Investigates complaints from a variety of sources; develops responses and, when appropriate, directs corrective action.

Advises department heads on issues pertaining to town functions and policies; works with town boards and commissions in an advisory capacity; assists town officials with research on legal issues.

Serves as Personnel Officer and participates in personnel matters, including recruitment and screening of job applicants, discipline, etc.; develops job descriptions; makes recommendations concerning personnel policies and implements the town's personnel policies. Consults with department heads, board and committee members, and employees of every rank in the Town's employment on sensitive issues involving performance problems, health issues, management styles, contract interpretation, leave and attendance, job assignments.

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Prepares grant applications; researches and advises the Board of Selectmen and other departments on grant opportunities.

Responsible for the coordination and preparation of warrants and motions for Annual and Special Town Meetings; ensures compliance with all deadlines and legal requirements.

Serves as benefits administrator for the town, with regard to workers' compensation and property/casualty claims; oversees administration of town insurance policies.

Maintains professional competence through participation in workshops, seminars and training programs provide by professional organizations.

Conducts independent research; prepares reports for the Board of Selectmen as required.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Political Science, Public Administration or a related field with Master's degree preferred; minimum of five to seven (5-7) years experience; or any equivalent combination of education, training and experience.

Special Requirements: Class D Motor Vehicle Operator's License.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of Massachusetts General Laws and regulations pertaining to local government; knowledge of municipal financial laws and regulations, labor laws, personnel practices and procedures. Working knowledge of emerging technologies and to recognize its value to the Town. Comprehensive knowledge of the various financial requirements of municipal government as well as the State's Procurement Law.

Abilities: Ability to direct and evaluate the work of department heads as well as professionals and other subordinates including office staff. Ability to plan, organize, and direct the development of projects, the preparation of reports, analyzes problems and formulates recommendations. Ability to bring people together around complex goals and develop consensus among community groups and individuals that may not share common priorities. Ability to establish and maintain harmonious and effective working relationships and deal appropriately with employees, Board of

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Selectmen/committee members, agencies and officials, media and the public. Ability to prioritize and manage multiple tasks, and delegate authority in a prompt and effective manner. Ability to negotiate contracts, agreements and appropriate working arrangements. Ability to deal tactfully with disgruntled members of the public and town staff.

Skill: Proficient oral communication skills and the ability to represent the Town before an array of organizations including providing statements to the media. Excellent writing skills required to prepare various reports and position papers. Strong organizational skills. Skill in the utilization of technology as a means of improving the effectiveness the organization and its services. Professional customer service skills. Skill in remaining non-political, yet understanding local and state government politics.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Minimal physical effort is required to perform the essential functions of the position.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills to perform activities such as operating a motor vehicle, moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms and to sit, talk and hear for extended periods of time.

Visual Skills: Visual demands require the employee to constantly reading documents for general understanding and analytical purposes. The employee is rarely required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.